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I *A career wliich can offer me constant challenges, stimulating problems, and excellent advancement opportunity in growing*

E-MAil,;

[Rksanweria88@gmail.com](mailto:Rksanweria88@gmail.com)

*concern.*

Mobile..:. +919873433484 PROFESSIONAL PROFILE:



Current Organization

***;1 young professional with experience in Warehouse, Documentation*** *&As* ***a***

*computer Opera/.?r 04April 2012 to Now.*

WORKJ;XPERIENCE (3 Yrs):

SD Bio Standard Diagnostics Pvt. Ltd.

Warehouse Assistance

April 2012- Till Date

• *Control Of Raw Material & Finished Product*

• *Material Rece1pt & inspection record Maintane*

• *List OfRejection Material*

• *Rcturr.able/Non Retul'nable Challan*

• *Control Of Purchase Return & Debit not;file*

• *Prepare the Rejection & Disposal Record file.*

• *Control of Biomedical Record*

• *Adjust the Passed & Under Test Material.*

• *Control the Sampling Advice during the corning material.*

• *Prepare the Production Requisition Afanually*

**e** *Control the Import Purchase & Local Purchase Invoice*

• *Observed the. Inspection Record & Daily A1aterial File*

• *Checking Sheet room & Chemical room.*

**e** *Cold room, Flammable chemical & stock visit during the before internal*

*audit & Dtug Inspector audit.*

• Over time manageme-nt

• Shift management

• *Monitoring the warehouse processes and adjusting schedules as needed*

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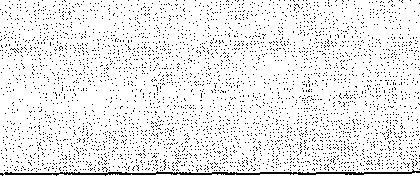
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PERSONAL DETAILS:

Date ()f Bifth· : 1\UIJ, 12, 1988

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*Salary Exeected:*.. *Negotiable*

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1220SO .



Update Daily sampling sheet

• Weekly physical inspection

• *Maintain record a/Raw material & Finished Goods material.*

• *Supervising and motivating a team of workers*

• *Monitors quality of incoming raw materials and finished products.*

• . *Update Daily Requisition Registers*

• *Sorting the Expired Material..*

• *Provide Daily Stock Report All department*

• *Handling Pad printer machine & wrapping machine.*

• *Time to time inspects the working condition of all machines.*

• *Meeting with supplier.*

• *Maintain warehouse records.*

•

Other Activities

• Other Department Mailing Due to Material & All

Activities & Meeting Arrange.

• Prepare and process requisitions and purchase orders for supplies and equipment.

• Claim Report Prepare

• Arrange for disposal of surplus materials

• Identifying Slow Moving *I* Non moving stock and their disposal.

•

Vendor Management

• Identifying new vendors and retaining existing vendors through relationship building

• Identifying new and retaining existing vendors

Frequent Visit of their set ups for quality check and other

Issues

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Responsibilities:

• *Maintain warehouse records.*

• *Provide the Daily Material Sampling sheet all Deptt*

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***Jnte;nal Audit planning***

***Yearly Document Audit***

*Prepare the Daily Intimation (Sampling Sheet) Monthly Chemical & Uncut Sheet Audit Maintain the monthly audit File*

*Retesting the Expired chemical*

*Prepare the Block & Unblock Material File*

*Handling the All Deptt. File Such as HK, Production, Maintence*

*Q.C. Etc.*

*Arranging all material for production dept/ . Issue slips (Material Issue·· slip)*

*Rejection & Return Slip*

*Preparation of Monthly Stock statement. Report of pending entry with reason.*

*Arranging all the packaging materia/from the Head office. Drawing up daily Temp. Record.*

*Handle all chemica/local & imported.*

**COMPUTER PROFlCIENCY:**

Well versed with Windows, MS Office, and MS Excel &

Internet

**Diploma (HARTRON)**

Haryana State Electronic Development Corporation

(Chandigarh)

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• **2010**

**Bachelor of Art.**

M.D.U. Rohtak

Ihereby affirm that the information furnished by me is true and correct.

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**[Rakesh Kumar]**

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